

ADMINISTRATIVE  
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DD/S 72-3025

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MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Staff Personnel Division, Office of Personnel

SUBJECT : Promotions to GS-15 in the Support Career Service

REFERENCE : Memo dtd 3 Aug to D/Pers frm DD/S, subj: Promotion to GS-13 and GS-14 in the Support Career Service

1. The annual evaluation for promotion of GS-14 Support Officers has been completed and the Staff Operations Panel forwarded its recommendations to me for approval. I have reviewed these recommendations and selected two GS-14 officers for promotion to GS-15. I recognize that the current Career Service Grade Authorization does not provide adequate headroom to accommodate these promotions. The Support Career Management Officer made an August 1972 projection of the Support Career Service headroom as of 31 December 1972. This was provided to your Office with the referent memorandum and is still valid. The projection included several adjustments between now and 31 December 1972. The headroom projected at the GS-15 level is sufficient in the Support Career Service to cover two promotions. You may be assured that the Support Career Management Officer has monitored and is monitoring the headroom situation very closely.

2. On the basis of the projected headroom for the Support Career Service through 31 December 1972, your approval is requested to promote two Support Officers to GS-15. Upon your approval, the personnel actions will be forwarded for processing.

[Redacted Signature Box]

John W. Coney  
Deputy Director  
for Support

STAT

APPROVED:

[Redacted Signature Box]

Date

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FILE *Personnel*

REF 72-3025/A

3 AUG 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Staff Personnel Division, Office of  
PersonnelSUBJECT : Promotions to GS-13 and GS-14 in the Support  
Career Service

1. The annual evaluations for promotion of GS-12 and GS-13 Support Officers have been completed and the Staff Operations Panel has forwarded its recommendations to me for approval. I have reviewed the Panel's recommendations and have selected four GS-13 officers for promotion to GS-14 and am prepared to select three GS-12 officers for promotion to GS-13. I recognize that the current Career Service Grade Authorization does not provide adequate headroom to accommodate these promotions, however, the Career Management Officer has made a projection of the Support Career Service headroom as of 31 December 1972. This projection which includes a variety of adjustments between now and 31 December 1972 is attached for your information. As you can see our projected headroom at the GS-14 and GS-13 level is more than adequate to cover these seven promotions. You can be assured that the Career Management Officer is monitoring our headroom situation very closely.

2. On the basis of the attached projection of headroom for the Support Career Service through 31 December 1972, your approval is requested to promote four Support Officers to GS-14 and three Support Officers to GS-13. Upon your approval, the personnel actions will be forwarded to your Office for processing.

(Signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

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Att

~~CONFIDENTIAL~~

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**SECRET**

*Personal*

MEMORANDUM FOR: Mr. [ ] Chairman, Staff  
Operations Panel

25X1

SUBJECT : Evaluation of GS-13 and GS-14 Support Officers  
for Executive Potential

1. One of the recommendations of the recent Support Officers Conference was to identify Support Officers at the GS-13 level and above who have executive potential. An additional comment was made that in the past sufficient attention had not been given to the question of developing the executive of the future. With additional slots, personnel, money and unlimited training quotas, etc., we might have done a better job of career development as described at the Conference. I am convinced, however, that the assignments, training, and promotion actions that your Panel has recommended for these officers has been done with their career development as a prime factor. I believe, however, we must continue to look for ways of improving our current system and along these lines I suggest an in-depth review of each officer's records be made. This review should include but not be limited to:

- a. Does the officer have the potential to advance to the grade of GS-16?
- b. Does the officer have the potential to reach only grade GS-15?
- c. Has the officer reached his peak?
- d. If the officer has been on the Support generalist track for the majority of his career, does he have the capability to switch to a specialist track either within the DD/S or other Offices within the Support Directorate or vice versa?

-2-

e. What training has this officer completed and/or should he be scheduled to undertake?

f. On those officers who have potential to reach GS-15 or GS-16, identify any possible weaknesses that should be brought to their attention for correction.

2. As you are aware, I have asked other senior Support Officers to review the GS-15 Support generalists. Should you care to review the GS-13's and GS-14's within the present Staff Operations Panel structure or appoint a subpanel to assist you in this study, either would be in line with our present evaluation system. I would appreciate a report on the GS-13's and GS-14's by 1 March 1972. I have designated the Career Management Officer/DIG as the focal point for these reviews. Should you have any questions or need additional information, please don't hesitate to give him a call.

/s/ Robert S. Wattles

Robert S. Wattles  
Assistant Deputy Director  
for Support

Prepared by CMO/DDS (25 Jan 72)

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6 Mar 72

Mr. Wattles -

Pls see the attached -- You  
had asked for a response by  
1 Mar 72. I have not yet seen  
it.

Has Mr.

STAT

mentioned it to you? Should I  
follow-up?

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